

FREDERICK COUNTY
Local Emergency Planning Committee (LEPC)
Meeting Minutes

DATE: Monday, May 9, 2016

LOCATION: Public Safety Training Facility
5370 Public Safety Place
Frederick, MD

ATTENDEES: Rhonda Cunningham, FC-DEP; Paul Davis, AstraZeneca; David Ennis, FC-DPW; Gregory Eyer, Thurmont PD; Chip Jewell, FC-VFRS; Carroll Jones, FC-MML; Craig Kuhn, Red Cross; Phil Lambert, FC-ECC; Dave Martin, FCSO; Robert McNamara, Trans-Tech, Inc.; Seamus Mooney, FC-DEP; Barbara Rosvold, FCHD; Robin Santangelo, FC-EO; Andrea Schuessler, AstraZeneca; Warren Schwab, FC-DFRS; Laurie Shah, MSD; Timothy Shelton, FC-DFRS; Ross Smith, Ft. Detrick; Doug Wallick, FC-DFRS.

Chairman Barbara Rosvold called the meeting to order at 0835 hours.

INTRODUCTION AND WELCOME OF LEPC MEMBERS AND GUESTS

All in attendance introduced themselves.

MEETING MINUTES:

- A motion was made by C. Jewell and seconded by T. Shelton that the minutes of the February 8, 2016, meeting be accepted as presented. The motion passed unanimously.

COMMITTEE REPORTS:

- External Sub-Committee
 - Will be scheduling a meeting next month to discuss the Fall exercise.
- Internal Sub-Committee
 - Met on April 6th to discuss changes to the Constitution and Bylaws.

OLD BUSINESS or INFORMATION:

- R. Cunningham gave a report on 8 incident reports.

NEW BUSINESS

- B. Rosvold went over the changes to the Constitution and Bylaws that the internal committee came up with.
 - A motion was made by D. Wallick and seconded by D. Ennis to approve the changes to the Constitution and Bylaws. The motion passed unanimously.

ROUNDTABLE:

- C. Jewell
 - A Public Safety meeting was conducted in Brunswick with CSX.
 - Hazard materials need the chemical IDs replaced and has been put into the budget.
 - The smoke alarm blitz with the Red Cross is going well. This blitz helps to get smoke alarms out to the community.
- S. Mooney
 - Alert Frederick County system for Brunswick has now been put in.
 - All calls from CAD are being sent out to the volunteers.
 - Hazard Mitigation Plan has been completed through draft for and is now with FEMA to be approved and then it will come back to be adopted by the County Executive.
 - Draft After Action report has been sent out to all internal agencies for review.
- B. Rosvold
 - The Health Department's large multi-agency medication distribution exercise is this week. Twenty-four agencies are participating.
 - On Wednesday, there will be a unified command tabletop exercise at the EOC with key County agencies working through the same scenario.
 - The Frederick County Health Department has begun its Zika awareness campaign and will be holding a Zika training on June 28th at the PSTF with an entomologist from the Maryland Department of Agriculture.
- C. Kuhn
 - Fire Campaign to be held June 25th in Point of Rocks.
- R. Santangelo
 - The County Executive Jan Gardner will hold proclamation ceremonies for "National Public Works Week" and "Snow Storm Jonas Appreciation Day" on May 17th.
 - Commended Frederick Community College and the Mid-Atlantic Center for Emergency Management for the new online training course titled, "Situation Assessment for Complex Attacks Training."
- R. McNamara
 - Trans-Tech, Inc., completed its ISO 14001 re-certification in March. There were two minor findings.
 - Trans-Tech, Inc., is currently preparing to submit its Storm Water Pollution Prevention Plan (SWPPP) to MDE.
 - Next week (May 16, 17 and 18) Trans-Tech, Inc., will be giving tours of our facility to Fire Stations 14 and 28 (Carroll Manor).
- A. Schuessler
 - AZ FMC is committed to maintaining a 'state of readiness' for our employees through implementation of our ER program.
 - AstraZeneca engaged both Frederick Fire and Police departments during the six FMC 2015 evacuation drills.
 - Lt. Bruce DeGrange of the Frederick Police Department was invited to speak at ZA FMC Senior Leadership Meeting Feb. 16, 2016 and spoke on emergency preparedness regarding active shooter, bomb threats and protest groups.

- P. Davis
 - Asked S. Mooney for clarification regarding the subject matter of alerts sent with the Alert Frederick County System, powered by Everbridge.
 - Asked how AstraZeneca's Frederick Manufacturing Center (formerly known as MedImmune's Frederick Mfg. Ctr.) can register to get onto the contact list for the Alert Frederick County System.
 - Announced the ZA FMC is implementing an emergency notification system, powered by MIR3
 - Asked if help was available to identify an evacuation safety shelter for up to 600-700 employees, in the event of a full site evacuation. Paul and Seamus agreed to meet offline to discuss.
 - Maryland School for the Deaf has signed a closed POD MOU with the Health Department
- W. Schwab
 - Hazmat team is experiencing issues with our aging meter inventory. The meters have many software and technical issues. We have a budget request in.
 - Working hard on visiting our Tier II facilities in Frederick County. Will be completing preplans and walk through.
 - Updating and reviewing current chemical inventories for our response records.

A motion was made by D. Wallick and seconded by S. Mooney to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 0905 hours.

Respectively submitted by Rhonda Cunningham, Secretary.